SPECIAL COLLECTIONS ANNUAL REPORT

July 1, 1948 - June 30, 1949

To the Director of Libraries

Dear Sir:

I have the honor of submitting the following report of the year's activities in the Department of Special Collections.

The year has been of the utmost significance. On November 29 and 30 the Head of Special Collections presented two related proposals to the Director's Office, recommending (1) the transfer of the department reading room from 201/2 Butler to 653/4 Butler, and (2) the transfer of the Plimpton, Smith and Dale collections to Butler Library. Both proposals had in mind the provision of better, more economical, and safer service of the collections. As the year ends the first of these proposals has been adopted; the second is still under consideration, awaiting the outcome of consultations with the honorary curators of the Plimpton, Smith and Dale Library.

When, two years ago, Special Collections first occupied rooms 201/2 Butler, it was understood by all concerned that experience might dictate a revision of the departmental set-up. The proposal to shift to rooms 653/4 was motivated by two main considerations:--it had been demonstrated that book service by page from level 13 was both costly and inefficient, resulting in widespread adverse comment by readers; and it was hoped that enough service-staff time could be saved by the transfer to make possible the addition, at least on a part-time basis, of a sorely needed manuscript bibliographer and archivist. The latter motivation has been replaced by an even more urgent one, the need for

decreasing the staff in response to the decision by the University to curtail the Library budget. The shift to rooms 653/4 was begun just at the close of the report period, and was completed in a few days.

As this report is being written the new reading quarters have been in use only a short time, but already it is apparent that significant gains have been made in improving book service, in making possible substantial economies in staffing, and in providing a greater degree of comfort and convenience for readers. The gains have of course required sacrifices. We have exchanged, for example, beauty and spaciousness for efficiency and control. We have given up the advantage of the emphasis on the department which came from being on the first floor near the main entrance to the building. And we are less well situated as regards nearness to the public catalog and reference room, so that again the inadequacy of our own departmental records will be spotlighted. These and other implications of the move were studied carefully before a decision was reached. In the words of the original proposal, the new arrangement "does not stand as a substitute for the <u>permanent</u> plan for Special Collections, but only as a means of supplying the best possible service and of making the most of existing facilities while that plan is being developed."

USE OF THE COLLECTIONS BY READERS

Since the transfer of the department to Butler Library, use of Special Collections material has increased enormously. The number of reader visits is nearly four times the figure recorded during the last full year in Low, 1946-47, and the use of material is up three and one-quarter times over the same period. Even when figures for microfilm usage and the service of Special Collections material outside our own

premises are disregarded, the rise is still notable: reader visits are nearly three times the 1946/47 record; use of material, two and one-half times. (For fuller details, see statistical appendix.)

This impressive and steady growth in the everyday usefulness of the department has necessarily given first priority to the development of the service staff, and to the streamlining of service techniques, because increases in departmental personnel have not balanced the increase in work to be done. Within bounds, this may be viewed as entirely healthy, for it has placed a premium on efficiency; but it has also meant the further deferment of certain projects for which there are simply no staff resources available. The issue will be even more complicated during the coming year, when the scheduled staff decreases go into effect, and it is apparent that little time will be available for anything but book service while the reductions are in force.

GROWTH OF THE COLLECTIONS

More than 27,000 volumes were added to Special Collections during the year, an increase of 17 percent. in our holdings. Of the additions, less than half are cataloged (12,545), and only 6,339 have immediate prospects of being represented by cards in the Special Collections files. Over and above the increment of printed books, which are countable, are several document collections that were added during the year--notably the Citizens' Union papers, consisting of 152 boxes and 50 shelves of unsorted, uncounted material.

Most of the book additions came in large en-bloc transfers: the Hungarian Reference Collection (about 10,000 items, a deposit library,

uncataloged but equipped with a check-list of the greater part); a group of American Civil War pamphlets (about 8,000 pieces, uncataloged); selections from the Kent collection (1,480 volumes from Chancellor Kent's general library, uncataloged); Columbia Bachelors' and Masters' Essays (2,765 volumes, cataloged, but not for Special Collections); and the "Z" collection (1,961 damaged books, cataloged, but not for Special Collections).

Two other sizable groups of material were recataloged for this department: the manuscript catalogs which were formerly shelved in the Reference Library (720 volumes); and various early and rare books selected from the general stacks by members of the Special Collections staff (615 volumes). The balance of the year's acquisitions represents new purchases and gifts, and, of course, the results of a concentrated attack by the Catalog Department on the large backlog of Special Collections material awaiting preparation.

Gifts:

SPECIAL COLLECTIONS

Among the important gifts this year is that of Mr. S. M. Adelman of Chester, Pennsylvania, who presented five autograph letters from various American figures, dated from 1748 to 1838, and several other documents and pamphlets of value in the study of New York history. Among the letters are one from John Jay to his son, Peter (Dec. 16, 1799), and another from E. French to John B. Jervis (April 11, 1838), relating to the construction of the Croton water-works, with an original plan in the body of the letter. Also included in the gift is a selection of papers of William Henry, Jr., and Joseph Henry, the first New Jersey officer

to be killed in the Civil War.

Professor Donald Leman Clark presented 42 items, comprising autograph letters, contemporary novels (many of them inscribed by the authors), and three rare 16th-century works, including a 1535 German edition of Cicero's "Rhetoric", in the original stamped calf binding.

Mrs. Frank J. Sprague, of New York, continued her generous gifts of duplicates from her famous Walt Whitman collection, this year presenting 63 volumes.

Mr. George S. Hellman, of New York, presented his personal file of letters, documents, plans, photographs, etc., relating to his work in 1919 as Director of Instruction in Fine and Applied Arts, A. E. F. These are to be identified as being "presented in honor of President Dwight D. Eisenhower."

Mr. Edward W. Forbes, of Cambridge, Massachusetts, presented 26 volumes of the carbon copies of the transcripts of Emerson's journals, which were formerly in the keeping of Professor Ralph L. Rusk. The same restrictions that govern the use of the microfilm copy already here hold for the typescript set.

Mrs. Harold G. Henderson, of New York, presented an autograph letter and two checks signed by Park Benjamin, with other important autograph material.

Mr. Abraham Flexner, of New York, presented two manuscript dramatic versions, prepared by his late wife, Anne Crawford Flexner, of "Mrs. Wiggs of the Cabbage Patch" and "All Souls' Eve."

Mr. Frederick Coykendall ('95) continued his benefactions, this year adding about 375 first editions of modern poetry, but including a first edition of Chesterfield's Letters, and an edition of Pepys'

diary, and a group of eight autograph letters from Emerson, Gosse, and others.

Mr. Clarence Epstean, of New York, added 36 items to the Epstean Collection on the history of photography.

Mr. Edwin Patrick Kilroe ('04) added 18 items to his Dunsany Collection.

Professor Adriaan Barnouw presented numerous volumes from his personal library, including five portfolios of cartoons of World War I, and a separate portfolio of selected Ensmaker cartoons. (For a detailed list of gifts, see the statistical appendix of this report.)

ORAL HISTORY GIFTS

The Bancroft Oral History Project arranged for the donation of seven memoirs, totalling 861 pages of typescript. The donors of the memoirs are: Mr. Henry Bruere, Dr. Joseph Collins, Mr. Homer Folks, Mr. Lawson Purdy, Senator Martin Saxe, Mr. William Jay Schieffelin, and Mr. Lawrence Veiller.

The Oral History Project also resulted in the presentation of much supporting documentary material, as well as some items of considerable rarity and general interest. In the latter category are seven letters from John Jay to General Schuyler and others, written during the American Revolution, presented by Mr. Schieffelin.

Among the documentary material received via the Project are: 400 letters from the personal papers of Mr. James Truslow Adams; 200 personal papers of the late Mrs. Anna Steese Richardson, dealing with her editorial work and her participation in the woman's rights movement; 29 books, five scrapbooks, and (thus far) five

documents from the personal collection of Mr. Leonard M. Wallstein (the remainder of the collection is also promised to Columbia); and 1,854 volumes and pamphlets dealing with New York history, from the collection of Mr. George McAneny. (For particulars, see the report of the Oral History project, attached.)

BANCROFT GIFTS

Only one major gift came this year as a result of the efforts of the Bibliographer in American History (Bancroft Foundation), but that one was of first importance. The Citizens' Union of the City of New York presented its collection of back records (through 1938) to Columbia University, and the material has been deposited in Special Collections. The gift comprises 152 boxes of papers, and about 50 shelves of books and packaged documents. In content, the collection consists of reports of the Legislative Committee of the Citizens' Union (analysing nearly every bill presented at Albany); files of election reports, borough, county, and state; biographies of office-seekers; and private and public correspondence of the Citizens' Union.

COLUMBIANA GIFTS

Mr. Milton Halsey Thomas, Curator of Columbiana, reports several important gifts to his division, among which are: the literary remains of the late Professor Nelson Glenn McCrae ('85); an interesting collection of letters of Professor Munroe Smith, presented by his grandson, H. Shippen Goodhue of Boston; several diplomas and certificates of Richard Harison (A.B. 1764), presented by his direct descendant, Miss Elizabeth Harison; and a collection of photographs and negatives of the Morningside campus, presented by Mr. Walter L. Bogert ('88). To these acquisitions should be added

the release to Columbiana of two file-cabinets of correspondence and documents of John B. Pine and George Lockhart Rives, clerks of the Board of Trustees.

SPECIAL COLLECTIONS PURCHASES

Despite the fact that the Special Collections book fund was cut by about 45 percent., important purchases of material have been made this year, principally by the use of endowed funds. For example, some 200 volumes of first and other editions by and about Harriet Beecher Stowe, Henry Ward Beecher, Lyman Beecher, and Herman Melville were purchased from the estate of the late Professor Raymond M. Weaver ('10 T.C.), by means of the Park Benjamin fund. A collection of 90 "Literary Annuals" was purchased from a dealer, materially increasing our holdings in this field. About 25 first editions of the work of Christopher Morley were added in a single purchase.

A few individual rarities were also acquired. Among the more notable are volumes 2 and 4 of Biel's Sermones, 1499-1500, completing the set acquired by Columbia in 1898. A fine copy of Joris' Twonderboeck, 1551, was purchased from Professor Barnouw, and the Grabhorn Press edition (1930) of Whitman's Leaves of Grass was bought for the Book Arts Collection.

BANCROFT PURCHASES

The Bancroft fund has been used primarily for the acquisition of general materials basic to the study of American History, and such items have not usually been individually expensive. This year, however, an opportunity was presented for acquiring printed source material in western Americana, a field of collecting that is notoriously costly, and in which Columbia has not been strong.

Through the offices of Dr. Herbert O. Brayer, State Archivist at Denver, Colorado, Columbia was given first call on a remarkable assemblage of western Americana. For some months Dr. Brayer has been sending detailed priced cards for items that are available. To date, cards for about 600 books have been received. Of these, nearly 300 have been purchased at a total outlay of $6,150; 200 titles were found to be here already; and in about 100 instances it was decided not to purchase. Dr. Brayer's comments about the books reflect his wide knowledge of the field, and will prove useful, even when we do not buy the copies offered, in helping us select material from the general stacks for inclusion in Special Collections.

The Bancroft Foundation also accounted for the following acquisitions of American history material, over and above a large number of individual purchases made for departments throughout the Library system:

Microfilms. The Pickering papers; U. S. Census reports (1850-1880); U. S. Sanitary Commission papers; the Chicago Daily Tribune (1870-1899); the Labor Compendium (1896-1904); and a number of dissertations and theses presented at other universities, and needed by graduate students here.

Manuscripts. The Fiorello H. La Guardia papers, consisting of a small but select group of letters written by the late Mayor of New York.

Newspapers. The Albany Argus (1865-84, 1886-88); the Albany Morning Express (1881-85); Jackson, Miss. Daily News (1927-38);

Jackson, Miss. Clarion-Ledger (1927-38); and the New York Herald (1864-1920).

WORK WITH THE COLLECTIONS

During the summer of 1948 the last of the general library books were removed from level 13, leaving that area entirely clear for use by Special Collections. At the same time about one third of level 14 was cleared, parts of which have been caged for the Russian Institute archival collections, the Hungarian Reference Library (deposit), the Columbia Masters' Essays, and Professor Lindsay's material on social relations.

BOOK COUNT

When the physical arrangement of Special Collections files on level 13 became crystallized, work of determining the numerical content of the various collections was undertaken. Our census reveals that in Butler Library we now have the administration of more than 150,000 volumes in 42 collections, plus 453 shelves of archival and manuscript material in 12 collections. (The Lindsay and Russian Institute collections mentioned above are not included, because they are not formally under our jurisdiction, although they are stored on our premises.) In Low Library there are about 30,000 additional volumes in 3 collections (Plimpton, Smith and Dale), as well as the uncounted Columbiana collection. (For further details, see the "Census of Special Collections" in the appendix of this report.)

SELIGMAN REVISION

Two of the larger collections, the Typographic Library and the Seligman Collection, have constituted our most serious servicing

problem, being uncataloged. Together these collections represent more than 50,000 volumes (we must service more than 112,000 uncataloged books in all— over 60 percent. of our entire holdings), and their size precludes the possibility of their being cataloged in the foreseeable future. Accordingly we have begun arranging the material in the Seligman collection chronologically ~~according to~~ the dates of imprint. So far, work has been completed for more than 10,000 volumes, all books before 1801 have been segregated and arranged, with partial progress into the 1801-1850 group. The chronological file will be carried to the year 1875, and should account for about half of the entire collection. When it is complete a study of the situation will be requested, to ascertain whether large selections from the later books should not be transferred to the general library.

As other work permits, all of the cataloged collections will be checked for arrangement on the shelves, and (when shelf-lists are available) will be shelf-read. So far the Book Arts and Epstean collections have been checked, with some progress into the "g" collection.

DERICK REVISION

Announcement of a projected revision of DeRicci and Wilson's Census of Medieval and Renaissance Manuscripts in the United States and Canada has called for some extraordinary effort on our part. In the absence of a manuscript bibliographer, the work of revising and simplifying the copious notes on the Plimpton manuscripts compiled by Mr. Samuel Ives has fallen to the Head of Special Collections. As this is being written, the preliminary work has

been completed, and after proof-reading the results will be sent to the publisher.

CAGED COLLECTIONS

In preparation for the transfer of the department reading room to 653/4 Butler, plans were laid for placing certain unsorted archival collections, together with a few other selected groups which are difficult to service in the usual way, in a caged area on level 12 which opens only into room 653. This arrangement will enable the reading-room supervisor to grant controlled access to these collections when justified.

READER RULES

A manual of procedures to guide staff members has been prepared, covering all phases of reader services. This will be extended to other staff activities as time permits. Included in the manual is a set of rules for readers which in due course will be presented to the Library authorities, with the recommendation that they be approved and printed for general distribution among readers and students. At present the rules are used only as a guide for our own staff members. A published statement of readers' rules and privileges is a basic requirement in the effective administration of a rare-book collection; the fact that we have been without such a statement has increased the possibility of misunderstandings and inconsistencies in our dealings with readers.

EXHIBITIONS

During the year there were thirteen library exhibitions, and one full-scale Rotunda Exhibition. Of the library displays, the major ones were: fine bindings and Columbiana material, arranged in the Low Library Rotunda for the occasion of President Eisenhower's inauguration (October, 1948); early American writings in literature, travel, history, religion and science (Butler Library lobby,

November, 1948); an exhibit prepared by the National Association of American Colored People (Butler Library lobby, February, 1949); the work of Isaiah Thomas, early American publisher and printer, celebrating the 200th anniversary of his birth (Butler Library lobby, March 1949); Persian Calligraphy from the 9th to the 19th centuries, from the collection of Mr. A. Khan Bahimi of New Rochelle (Plimpton Room, 210 Low, April 25-May 8, 1949).

The Rotunda Exhibition featured works by and about Alexander Sergeyevich Pushkin, in honor of the 150th anniversary of his birth. It was held under the auspices of the Russian Institute, and owed much of its success to the important Pushkiniana that was generously lent for the occasion by prominent collectors in that field, including Mr. Bayard L. Kilgour, Jr., Mr. Paul M. Pekula, Mr. Metislav V. Dobujinsky, and others. The exhibition was installed on May 11 and remained on view through June 30, 1949.

STAFF

During the report period there were 17 appointments, 18 resignations and one transfer among members of the regular Special Collections staff, and 8 appointments, 5 resignations and one transfer among members of the staff of the Oral History project. (For details of staff changes, etc., see Appendices VI and VII of this report.)

PROJECTED STAFF

On January 21, 1949, the Head of Special Collections, at the request of the Associate Director, presented a detailed analysis of a "projected staff for Special Collections", in a memorandum

headed "Special Collections Budget, 1949-50". In that report the various basic functions that may properly be considered a part of Special Collections responsibility were broken down as to duties and staff requirements. (A restatement, with some alterations, will be found in part VIII of the statistical appendix attached to this report.) It was not supposed, of course, that the recommended staff could be achieved in the near future, or even that the suggestions were necessarily the best answer to our problems, but it was proposed that some such plan be used as a basis when further staff development is possible. One of the primary points made in the original report was that special-subject curators and bibliographers, whose areas and functions are not principally those of Special Collections, should be removed from the Special Collections administration and attached to the Library divisions they chiefly serve--for example, Reference, Acquisitions, Butler Departmental Libraries, or General Administration. Until this is done, the principal brunt of cuts in this Department's budget must be borne by the service staff, where such decreases can least be afforded. This results from the fact that the curatorial staffs seldom exceed the curators themselves, and any decrease would obviously mean the elimination of a function. Furthermore, in the absence of very careful study, the total Special Collections budget may appear over-emphasized on the curatorial side, giving a biassed impression of the cost of running a Special Collections department, and making it extremely difficult to justify recommendations for needed additions to the staff, such as manuscript bibliographers, archivists, exhibition clerks, and repair and renovation technicians.

DIVISIONAL ACTIVITIES

BANCROFT BIBLIOGRAPHER IN AMER. HISTORY

As in the past, the work of Dr. Reinhardt Luthin, Bibliographer in American History, consists chiefly of advising and guiding graduate students in their bibliographical dilemmas; of consulting with various faculty members in the related field as to their Library needs; and of recommending and acquiring, both by purchase and by gift, materials to reinforce the collections in the area of United States history. The Bibliographer's accomplishments in the acquisition of materials has been discussed above; fuller details are given in his own report, which is attached.

BANCROFT ORAL HISTORY PROJECT

Launched as an experiment early in the academic year, the Bancroft Oral History Project has amply proved its effectiveness in obtaining for permanent preservation the memoirs of living men and women who have been prominent in public affairs in this area, and whose special knowledge of events and personalities might not otherwise have been set down. By using wire-recording apparatus, and by referring to headings previously agreed on, or by the question-answer method, the person interviewed is enabled to dictate his memoirs on specific topics with a minimum of effort on his part. The text is later transcribed, repetitions and redundancies are eliminated, needed amplifications are noted, and the whole is returned to the interviewee for his further attention. The final result is an unique document which, together with others gathered by means of the Project, will constitute an invaluable Library resource for use by serious students and scholars in the field of New York history.

As the new year begins, funds to activate the Project have been increased, and operations will be conducted on a much larger

scale. Seven memoirs were completed during the present period, and it is anticipated that this number will be trebled next year. For a full account of the origin and progress of this experiment see the attached detailed report of the Oral History Project, prepared by Mr. Dean Albertson, who, working closely with Professor Allan Nevins, has been chiefly responsible for the high measure of success that has been realized.

COLUMBIANA

Mr. Milton Halsey Thomas, Curator of Columbiana, reports that scholarly use of his department has been greater this year than usual, and that considerable effort has been expended in transferring the Butler papers to better quarters and in reviewing and sorting old accumulations of materials in room 10 Low Library. Important acquisitions of Columbiana are listed earlier in this report, and further details may be found in Mr. Thomas' own summary, which is attached.

Toward the end of the year consideration was given to the possibility of transferring certain phases of the Columbiana function to the office of the University Secretary, but nothing definite in that direction has been announced. It is hoped that further study of the matter will be made by the proper authorities, and that a clarification of the problem will be reached in the near future.

NEAR AND MIDDLE EAST COLLS.

Dr. Isaac Mendelsohn, Curator of the Near and Middle East Collections, reports that he has succeeded in acquiring for the General Library most of the books and periodicals in his subject area that were published during the recent war.

In addition to his regular duty of acting as bibliographer in

in his field and of ordering and preparing for cataloging the Library's acquisitions of Near and Middle-East materials, Dr. Mendelsohn has this year found time to compile cataloging data for the entire David E. Smith collection of Koranic manuscripts (75), to prepare for cataloging 289 early Hebrew books that are to be transferred to Special Collections, and to edit for publication a listing of more than 300 of the 700 such books that are present in the Columbia Libraries.

PLIMPTON, SMITH & DALE LIBRARY

An experiment was undertaken this year which showed much promise of success before it was unavoidably interrupted. Dr. Hans Baron, a scholar in the field of Renaissance history, was employed on a part-time basis as a Professional Interne, serving as acting curator of the Plimpton, Smith and Dale Library. During his short stay here (October 4 - January 15), Dr. Baron accomplished a great deal in discovering and arranging miscellaneous manuscripts and documents that have never been cataloged or listed. With his resignation to accept a full-time position at the Newberry Library, the Plimpton, Smith and Dale collections were again relegated to a limited-access status.

As mentioned earlier in this report, the Head of Special Collections, in a memorandum dated November 30, 1948, addressed to the Associate Director, requested that consideration be given to a proposal that the Plimpton, Smith and Dale collections be transferred to Butler Library. The proposal was motivated by a desire to increase the usefulness of the collections, to improve the extent and quality of their administration, and to provide them with better and safer quarters than can be had in their present

location. As the year ends the proposal is still in abeyance, pending closer study of alternative plans and full discussion of the situation with the Honorary Curators, Mrs. George A. Plimpton, Mr. Francis Plimpton, and Dean Virginia C. Gildersleeve.

Appended to this report is a full statistical summary of the year's activities in the Department of Special Collections.

Respectfully submitted,

Roland Baughman
Head of Special Collections

To:
Dr. Carl M. White
Director of Libraries
July 1, 1949.

RB:AQC

C O P Y

Columbia University
in the City of New York
[NEW YORK 27, N. Y.]
THE LIBRARIES

July 6, 1949

Mr. Roland Baughman
Head of Special Collections.

Near & Middle East Collections

Annual Report: 1948-49

I. Acquisitions:

Most of the books and periodicals published during the war in Europe, particularly in France and in the Scandinavian countries, have been acquired by the Library. Our lacunae in this field of Oriental books are very minor. As I have pointed out in previous reports, our funds (Cotheal and Miller) are barely sufficient to cover the field of the Ancient and Modern Near East, still books of importance in the field of the Middle East (India, Persia, & Turkey) have been purchased in order to avoid serious gaps in our collections. In all more than 300 books have been purchased from the money supplied by the Cotheal and Miller funds. In addition to these, many books have been acquired by other funds; some have been received as gifts, and others in exchange (particularly from Turkey).

II. Cataloging:

A. Manuscripts

It is a pleasure to report that the complete collection of the Koranic manuscripts (75) in the Smith and Plimpton collections have been catalogued and transferred to Special Collections.

B. Books

397 books have been catalogued.

C. Recataloging

As outlined in a memorandum submitted to Mr. Fleming on April 6, 1948, the Library has a collection of about 700 Hebrew books of the 16th and 17th centuries; more than

Continued

C O P Y

Columbia University
in the City of New York
[NEW YORK 27, N. Y.]
THE LIBRARIES

half of this number are still on the open shelves in Butler Library. I am happy to report that the Library Administration has decided to carry through the project of having this entire collection recatalogued and transferred to Special Collections. (This decision is a happy one in view of the fact that about 90% of the Hebrew books in Europe have been put to the flames by the Nazis.) 289 books have already been recatalogued.

The memorandum mentioned above also suggested that the Library publish a catalogue of these 700 books, but while no decision has as yet been reached, I have been working on it and have so far prepared 308 entries.

The number of calls and visits by faculty members, students and outsiders have multiplied in the last year. This was due in no small degree to the increased interest in the Near East on the part of scholars and laymen alike.

Respectfully submitted

Isaac Mendelsohn
Curator Near East Collections

STATISTICAL APPENDIX
ANNUAL REPORT, 1948-1949, DEPARTMENT OF SPECIAL COLLECTIONS

I. USE OF THE COLLECTIONS

	1948-49	1947-48	1946-47
Reader visits, books & mss.	5,776	3,523	1,968
Reader visits, microfilms	1,960	702 (6 mos.)	——
newspapers(905)			
other (1,055)			
Total reader visits	7,736	4,225	1,968
Use in Reading Room, books & mss.	11,613	7,963	4,428
Intramural loan	699	424	359
Interlibrary loan	6	11	8
Circulation	4	1	2
Microfilms, reels	3,244	1,378 (6 mos.)	——
newspapers (1,753)			
other (1,491)			
Total items used	15,566	9,777	4,797

II. GROWTH OF THE COLLECTIONS

A. By Transfer.

1. Chancellor Kent personal library	1,480	items
2. American Civil War Pamphlets	ca. 5,000	"
3. Hungarian Reference Library (on deposit)	ca. 10,000	"
4. Columbia Bachelors' Essays	406	"
5. Columbia Masters' Essays	2,359	"
6. "Z" Collection (damaged copies, awaiting replacement)	1,961	"
7. Manuscript Catalogs	(720	")[a]
8. Transfers from General Library (early and rare books)	(613	")[a]
(a; included in new cataloging figure)		
B. New Cataloging.	6,339	
	27,345	

III. GIFTS

A. Gifts directly to Special Collections.

(a) Major

1. Adelman, Mr. S. M., Chester, Penn.
12 manuscripts, documents, and pamphlets, important in American history. See R-11, December 10, 1948.

2. Barnouw, Professor Adriaan, faculty.
5 portfolios of cartoons of World War I.
Various ephemeral matter relating to World War I, including newspapers.
Le Grand Guerre par les artistes, 4 parts.
Le Livre rouge des atrocites allemandes.
Portfolio of Raemaeker cartoons, and a volume of his published work.

3. Butler, Dr. Nicholas Murray, estate of
61 items selected from his library for inclusion in Special Collections.
See R-11, August 10, 1948.

4. Clark, Professor Donald Lemen, faculty.
42 items, including autograph letters, modern literature (many of them being authors' inscribed copies), and three rare 16th century works. See R-11, January 1, 1949. Estimated value of gift, $736.00.

5. Coykendall, Mr. Frederick
Only the first half of the collection originally scheduled for presentation in 1948 was accepted. This is in accordance with an arrangement with Mr. Coykendall, whereby his presentations are to be spread over additional years. The last of Mr. Coykendall's original collection will not be accepted until 1961.
The gift this year includes a collection of modern English poetry anthologies, a first edition of Chesterfield's Letters, an edition of Pepys' diary, and a group of 8 a.l.s. from Emerson, Gosse, and others. The value of this part of the collection was placed at $3000.

6. Epstean, Mr. Clarence, New York.
36 items for inclusion in the Epstean Collection.

7. Flexner, Mr. Abraham, New York.
2 original manuscripts, dramatic versions by his wife, Anne Crawford Flexner, of "Mrs. Wiggs of the Cabbage Patch" and "All Souls' Eve."
See R-11, May 17 and 23, 1949.

8. Forbes, Edward W., Cambridge, Mass.
26 volumes of carbon copies of Emerson's journals, obtained through the offices of Professor Rusk. Columbia University already has microfilms of these journals. The typescripts are placed here with the same restrictions that govern use of the film.

9. Hallmann, Mr. George S., New York.
5 cases containing letters, documents, plans, photographs, etc., relating to his work in 1919 as Director of Instruction in Fine and Applied Arts, A.E.F. "Presented in honor of President Dwight D. Eisenhower." See R-11, June 30, 1949.

10. Henderson, Mrs. Harold G., New York.
4 a.ls.s by G. P. Morris, N. C. Brooks, L. Gaylord Clark and Park Benjamin.
1 l.s. by Jos. Henry.
2 checks signed by Park Benjamin.

11. Kilroe, Mr. Edwin Patrick, New York.
18 items for inclusion in the Tammany Collection.

12. Sprague, Mrs. Frank J., New York.
63 books by and about Walt Whitman.
See B-11, Sept. 8 and Nov. 3, 1948.

(b) Minor.

1. Adams, Charles M., Greensboro, North Carolina.
2 Tammany items, for inclusion in the Kilroe Collection.

2. Anderson & Ritchie, printers, Los Angeles.
Smith & Szold, The Ugly Duckling, Anderson & Ritchie, 1947.

3. Bremer, A., Brooklyn.
G. Tory, Champ Fleury, Grolier Club, 1927.

4. De May, Miss Amy J., Clifton Springs, N. Y.
Wayne County Atlas, 1874.

5. France, Gratitude Train.
Miniature edition of Gresset's Ver-Vert suivi de la Chartreuse...1885.

6. Friedland, Mr. Louis S., New York.
Herbert's The Fair Puritan, 1875.

7. Kiene, Mrs William O. C., New York.
57 photographs of German scenes, 1890-1910 (?).

8. Lewis, Clarence M., New York.
Alchemiae Gebri Arabis, Nuremberg, 1545.

9. Salomon, Mr. George, Sunnyside, Long Island.
14 German type specimen-books.

10. Sawyer, Miss Mildred, Wianno, Mass.
A framed mirror-back, decorated with 19th-century Persian laquer-work for inclusion in the Conway Collection.
Framed early political cartoon.

11. Traube, Dr. Arthur, (bequest)
120 books on photography, for inclusion in the Epstean Collection.

12. Williams, Mr. Blair S., New York.
Epictetus' Enchiridion, Philadelphia, 1795.

13. Wissler, Mrs. Clark, New York.
Scrapbook of engravings on various subjects.

In addition, certain authors presented copies of their works:
William Colgate, Louis Roys: 1771-1799, First King's Printer in Upper Canada.
Lawrence C. Powell, Giacomo Girolamo Casanova.
Professor Ralph L. Rusk, The Life of Ralph Waldo Emerson (inscribed).

B. Gifts via Oral History Project (Bancroft).

1. 7 completed interviews, totalling 851 pages of typescript, were received from the following: (1) Mr. Lawson Purdy; (2) Dr. Joseph Collins; (3) Mr. William Jay Schieffelin; (4) Senator Martin Saxe; (5) Mr. Lawrence Veiller; (6) Mr. Homer Folks; and (7) Mr. Henry Bruere.

2. Mr. James Truslow Adams presented about 400 letters from his personal papers and promises the remainder of his papers at a later date.

3. Mr. George McAneny presented 1854 volumes and pamphlets dealing with New York history, many of which will be placed in Special Collections.

4. Mrs. Anna Steese Richardson gave about 200 personal papers shortly before her death in May, 1949. The papers deal with the early history of McClures Magazine, and The Woman's Home Companion, of which she was an associate editor, and the early history of the woman's rights movement.

5. Mr. William Jay Schieffelin presented 7 letters from John Jay to General Schuyler and others, written during the American Revolution.

6. Mr. Leonard M. Wallstein presented 29 books on New York history, five scrapbooks, and (thus far) five documents from his personal collection, the remainder of which is also promised to Columbia University.

C. Gifts via Bancroft.

Citizens' Union Papers; records and documents relevant to the study of the history of New York City and State. 152 boxes and 50 shelves of material.

D. Gifts via Columbiana.

1. The literary remains of the late Professor Nelson Glenn McCrae ('85).

2. An interesting collection of letters of Professor Munroe Smith, presented by his grandson, H. Shippen Goodhue of Boston.

3. Several diplomas and certificates of Richard Harison (A.B., 1764). presented by his direct descendant, Miss Elizabeth Harison.

4. Mr. Walter L. Bogert ('86) presented his collection of photographs and negatives of the Morningside campus.

IV IMPORTANT PURCHASES

A. By Special Collections.

1. 25 first editions of works by Christopher Morley, for the "B" collection.

2. A collection of letters, telegrams, etc., from Booth Tarkington to Ira A. Hards, relating to the production of Tarkington's plays, "Intimate Strangers" and "Magnolia".

3. About 200 volumes of first and other editions by and about Harriet Beecher Stowe, Henry Ward Beecher, Herman Melville, and others, purchased from the estate of the late Professor Raymond M. Weaver under the auspices of John A. Burrell, executor, and Merle M. Hoover. For the Park Benjamin Collection.

4. A group of 90 Literary Annuals to be added to the Library's extensive holdings in this field.

5. 13 first editions of various works of T. S. Arthur, for the Park Benjamin collection.

6. Volumes 2 and 4 of Gabriel Biel's Sermones, Tübingen, 1499-1500, completing the set already in Special Collections.

7. D. Joris' Twonderboeck, 1551, with manuscript notes and woodcut illustrations, purchased from Professor Adriaan Barnouw.

8. A fine copy of the Grabhorn Press edition (1930) of Whitman's Leaves of Grass, for the Book Arts Collection.

B. By Bancroft Foundation.

1. Manuscripts:
   - Citizens' Union papers (152 boxes and 50 shelves) — gift
   - La Guardia papers (letters) — purchase

2. Newspapers:
   - Albany Argus (1868-88) — purchase
   - Albany Morning Express (1881-85) — purchase
   - Jackson, Miss. Clarion-Ledger (1927-38) — purchase
   - Jackson, Miss. Daily News (1927-38) — purchase
   - New York Herald (1864-1920) — purchase

3. Books:
   - Western Americana (through Dr. Brayer, Denver) about 300 titles at $6150 — purchase

4. Microfilms:
   - Timothy Pickering papers — purchase
   - U. S. Census reports (1850-80) — purchase
   - U. S. Sanitary Commission papers — purchase
   - Chicago Daily Tribune (1870-1899) — purchase
   - Labor Compendium (1896-1904) — purchase

V. WORK WITH THE COLLECTIONS

A. Preparation of materials.

1. Book cataloging
   6,339 cataloged volumes were received during the year.
   Cards for 4,301 titles were received.

2. Manuscript listing
   The department staff provided finding cards for 317 manuscripts.

3. Binding
   382 titles were sent for binding during the year.

4. Revision of files
   Work was commenced on revising the Seligman library. All items printed before 1875 are to be arranged chronologically by date of imprint. So far work has been completed for 8,685 uncataloged books printed before 1801, and for 1,756 books printed 1801-1850; the total books so arranged is 10,441, or less than 1/3 of the entire collection.
   Revision of the "B" file, including "Book Arts" and "Epstean", was also commenced; but loss of staff at the close of the year has meant indefinite deferment of the project, which was about one third completed.

B. Census of Special Collections.

During the year a count was made of most of the groups now combined under Special Collections. Following are the figures:

Book Collections

Collection	Cataloged	Uncataloged	Total
1. "B" (Rare books)	14,138	----	14,138
2. "E" (Early books)	311	----	311
3. "H" (Serials, broken runs)	500	----	500
4. "X" (Manuscripts)	1,868	----	1,868
5. "Y" (Borderline rarities)	1,119	----	1,119
6. "Z" (Damaged copies)	1,961	----	1,961
7. Am. Civil War Pamphlets	----	ca. 5,000	ca. 5,000 (est.)
8. Benjamin, Park	1,484	ca. 1,200	2,684
9. Book Arts	9,728	----	9,728
10. Columbia Theses	2,765	----	2,765
11. Conway Collection (books)	----	306	306
12. Coykendall gift (uncataloged)	----	4,410	4,410
13. Dale, Weights & Measures	----	1,000	1,000 (est.)
14. Epstean, photography	4,583	----	4,583
15. French Mss., phots.	114	----	114
16. Goethe Collection	58	----	58
17. Harris-Oliphant, books	----	116	116
18. Hill, John Wesley, books	----	116	116
19. Hitchcock, Ripley, books	----	88	88
20. Holland Society (DEPOSIT)	772	----	772

Collection	Cataloged	Uncataloged	Total
21. Howard, Bronson	573	----	573
22. Hungarian Ref. (DEPOSIT)	----	10,000	10,000 (est.)
23. Joan of Arc	1,697	----	1,697
24. Johnson, Samuel & William	2,092	----	2,092
25. Kent, James	----	1,480	1,480
26. Kilroe Tammaniana (books)	----	2,525	2,525
27. Literary Annuals	1,559	----	1,559
28. Lodge, Gonsales	----	1,723	1,723
29. Manuscript Catalogs	720	----	720
30. Mary, Queen of Scots	612	----	612
31. Matthews, Brander, Dram. Lib.	7,387	489	7,876
32. Microfilms	ca. 750	ca. 1,160	1,910*
33. Phoenix	5,864	----	5,864
34. Pinthus, Kurt (DEPOSIT)	----	6,210	6,210
35. Plimpton, George A.	5,000	11,000	16,000 (est.)
36. Pulitzer awards	342	76	418
37. Seligman	1,375	35,205	36,580
38. Smith, David Eugene	4,000	9,000	13,000 (est.)
39. Spec. Colls. Reference	1,800	----	1,800
40. Spinoza	----	3,933	3,933
41. Sutliff	131	----	131
42. Thomson, James	348	----	348
43. Townsend	126	----	126
44. Typographic Library	----	17,434	17,434
45. Witmark	395	----	395
	73,372	112,471	186,343

*This figure does not include newspaper microfilms, which were left behind when the department was transferred from Rooms 201/2 Butler.

Manuscript, Archival and Miscellaneous Collections

Collection	Status	Boxes	Shelves
1. Bancroft papers	not sorted	16	40
2. Citizens' Union papers	not sorted	152	80
3. Conway papers	sorted	24	
4. Dewey papers	not sorted		88
5. Dunning papers	sorted	6	
6. Kilroe miscellany	not sorted	26	62
7. Mahoney papers and pamphlets	not sorted		13
8. Brander Matthews papers	sorted	10	
9. Seligman mss.	sorted	8	
10. Shotwell miscellany	not sorted		82
11. Spanish Refugee papers	not sorted		86
12. Stedman papers	sorted	104	
		344	367

193 of the boxes and all of the shelves are unsorted.

C. Exhibitions.

July - The five exhibit cases in the Reading Room were set up with books from various collections illustrating the type of material contained in each. The collections selected were Witmark, Park Benjamin, Epstean, Jeanne d'Arc, Manuscript.

October - 1) Butler Library, Lobby and 3rd Floor.
Material relating to the United Nations and its activities was installed by the Columbia Committee for the United Nations and Special Collections, for the occasion of the President's inauguration.

2) Low Library, Rotunda.
a) Fine bindings, installed in the upright cases by Mr. Baughman.
b) Material relating to the first twelve presidents of Columbia University, by Mr. Thomas.
Both of these exhibits were installed for President Eisenhower's inauguration ceremonies.

November - Butler Library, Lobby.
At the request of Professor William H. Owens an exhibition of early American writings was arranged. Included were well-known works in verse, drama, fiction, travel, history, religion, and science. Students in Professor Owen's classes were required to examine this exhibition and other classes in American literature were notified.

December - 1) Butler Library, 3rd Floor.
Selections from the gift of Mrs. Frank J. Sprague of Walt Whitman books were placed in the east cases.

2) Butler Library, 3rd Floor.
An exhibition of books pertaining to Christmas was placed in the west cases.

3) Butler Library.
Christmas cards from the Cuala Press, Dublin, Ireland, were exhibited in the cases in the Reading Room.

February - Butler Library, Lobby.
National Association of American Colored People Exhibit.

March - 1) Butler Library, Lobby.
Work of Isaiah Thomas, early American printer and publisher, in celebration of the two hundredth anniversary of his birth. (1749-1949)

2) Butler Library, 3rd Floor.
The Book of Common Prayer. Early and modern de luxe editions exhibited in celebration of the 400th anniversary of the publication of the Book of Common Prayer (1549-1949).

3) Butler Library, Lobby.
Exhibition sponsored by the United World Federalists, March 1-15.

4) Butler Library, Main Reading Room.
Works of Robinson Jeffers, chiefly from the gift of Mr. Frederick Coykendall, '95.

April - Low Memorial Library, Plimpton Room.
An Exhibition of Persian Calligraphy 9th to 19th Centuries from the collection of A. Khan Rahimi, on view April 25th thru May 8th, 1949.

May 11 - June 30 - Low Memorial Library, Rotunda.
An Exhibition of Works by and about Alexander Sergeyevich Pushkin 1799-1837 in honor of the 150th Anniversary of his birth.

VI. STAFF CHANGES

A. Special Collections.

STAFF MEMBER	GRADE	TIME	APPOINTED	RESIGNED
Hans Baron	PI-1	Part	Oct. 4, 1948	Jan. 13, 1949
Constantino Cedrone	CF-1	Full	July 1, 1948	Aug. 28, 1948
Floyd Conant	CF-1	Full	July 2, 1948	Aug. 23, 1948
Raymond Detrés	CF-1	Full	July 1, 1948	Dec. 15, 1948
Robert Ehler	CF-1	Full	Oct. 13, 1948	Dec. 3, 1948
Joy Goldfarb	CF-3	Full	Feb. 16, 1948	Nov. 12, 1948
Francis Hart	CF-1	Part	July 7, 1948	
	"	Full	Mar. 1, 1949	
Lawrence P. Huggins	CF-1	Part	Feb. 5, 1948	
Reclassified	CF-3	Part	Sept. 1, 1948	
Robert Kelly	CF-1	Part	Sept. 23, 1948	May 21, 1949
Virginius Mattis	CF-1	Part	Sept. 20, 1948	Jan. 17, 1949
John E. Murphy	CF-3	Part	Dec. 14, 1948	
	"	Full	Jan. 1, 1949	June 30, 1949
Benjamin Nicotri	CF-1	Part	Jan. 5, 1949	Jan. 22, 1949
Lawrence E. Phillips	CF-1	Part	Feb. 2, 1948	
Reclassified	CF-3	Part	Sept. 23, 1948	June 30, 1949
William Randall	CF-1	Full	Sept. 21, 1948	June 30, 1949
Michael Said	CF-1	Full	Dec. 13, 1948	June 8, 1949
Norman P. Sands	CF-3	Part	July 1, 1947	Sept. 17, 1948
Valerie Hope Smith	CF-2	Full	March 4, 1947	June 30, 1949
Peter J. Suhr	CF-3	Full	July 1, 1948	Sept. 3, 1948
Rudolph G. Thomas	CF-1	Full	Jan. 31, 1949	Transferred to Business Jun. 30, 1949
Roger F. Willis	CF-3	Full	Dec. 14, 1948	Dec. 23, 1948
Edmund Wright	CF-1	Full	Dec. 1, 1948	Dec. 2, 1948

B. Oral History Project.

STAFF MEMBER	GRADE	TIME	APPOINTED	RESIGNED
Dean Albertson	PA-4	Part	Sept. 15, 1948	
Ruth W. Bryan	CF-3	Part	Feb. 21, 1949	
	"	Full	Apr. 25, 1949	
Harlan L. Davidson	CF-3	Part	May 6, 1949	May 22, 1949
Alice Feeney	CF-3	Full	Feb. 5, 1949	March 31, 1949
John N. Higgins	CF-3	Part	Jan. 17, 1949	Jan. 28, 1949
George Mixo	CF-3	Part	Apr. 1, 1949	Transferred to Avery June 1, 1949.
Dorothy M. Murray	CF-3	Part	Jan. 3, 1949	Jan. 27, 1949
Lorraine Reifel	CF-3	Part	May 3, 1949	May 5, 1949

VII. PRESENT STAFF

Special Collections

1. Roland Baughman, Head of Special Collections	PA6
2. Alice Bonnell, Assistant Librarian	PA3
3. Mary Rita Burns, Library Assistant	PA2
4. Anna Q. Cushing, Secretary	CF3
5. Helen Flores, Desk Assistant	CF3
6. Alfred Sharlip, Desk Assistant	CF3
7. Lawrence Huggins, Desk Assistant (part-time, 1/4)	CF3
8. Juan Irizarry, Stack Supervisor	CF3
9. Francis Hart, Stack page (part-time, 3/4)	CF3

Columbiana

1. Milton Halsey Thomas, Curator	PA4
2. Secretary (unfilled) (part-time, 1/2)	CF2

Near East Collections

1. Isaac Mendelsohn, Curator	PA4

American History

1. Reinhardt Luthin, Bibliographer	PA5 (Bancroft)

Oral History Project

1. Dean Albertson, in charge	PA4 (Bancroft)
2. Ruth Bryan, Secretary	CF3 (Bancroft)
(others as needed and approved)	

VIII. PROJECTED STAFF, WITH DUTIES

1. Head of Special Collections (PA6 or 7)
   Duties: Departmental planning and administration; public relations and development (Ambassadors, etc.); intra-library relations, including advisory duties; liaison between Department staff and Library administration; selection of materials; participation in Department activities wherever needed.

   Potentials: Personal and professional research; instructional duties; editorial projects.

2. Assistant Librarian (PA4)
   Duties: Departmental supervision; selection of materials; reader contacts; work schedules; staff replacements; reference and bibliographical assistance; exhibitions, planning and publicity; related duties as assigned.

   Potentials: Personal and professional research; ability to act in Head's place in emergencies.

3. Library Assistant (PA3)
   Duties: Reader supervision and contacts; supervision of service staff, reading room and stack; reference and bibliographical service; supervision of assimilation of new acquisitions; related duties as assigned.

   Potentials: Special subject competence; ability to act in Assistant Librarian's place in emergencies.

4. Manuscript Bibliographer (PA4 half-time; position not now filled)
   Duties: Process for cataloging manuscripts and related materials; supply competence in manuscript bibliography; administer collection of manuscript catalogs; co-operate with faculty members in developing a publication series of unique materials; authenticate manuscripts; related duties.

   Potentials: Personal and professional research.

5. Archivist (PA4; position not now filled)
   Duties: Sort and summarize contents of homogeneous archival and similar collections; institute proper standards of preservation, housing, repair and physical handling; develop study and research programs in co-operation with faculty; related duties.

   Potentials: Personal and professional research.

6. Repair & Renovation Technician (PA2 or CF5; position not now filled)
Duties: Effecting of internal and external repairs of rare books and manuscripts, working systematically through the collections, at the shelves or in specially-provided quarters. Actual binding or re-binding not involved.

7. Exhibitions Clerk (CF3; position not now filled)
Duties: Plan exhibits under direction; select materials for exhibits, prepare labels, install and remove exhibits; prepare publicity under direction; related duties as assigned.

8. Secretary (CF3)
Duties: General secretarial duties for the Head of Special Collections; maintain department records of acquisitions by gift and purchase; prepare and maintain files of correspondence and official memoranda, etc.; prepare order slips and keep a running account of the use of department book funds; maintain records of staff changes; related duties as assigned.

9. Desk Assistants as required (CF3); (present staff 2 full-time, 1 part-time)
Duties: Supervision of reader use of department materials; maintenance of records of such use; limited bibliographical service, under direction; preparation of new acquisitions for cataloging; bookplating; revision of stack files, and shelf-reading; checking and claiming of serials; preparation of special catalogs and lists; other duties related to reader and collection service as assigned.

10. Stackmaster (CF3)
Duties: Supervision of stack and stack service staff; revision of files and shelf-reading; book service to reading room; responsibility for order and safety of collections within the stack confines; preparation of reports as requested; related duties as assigned.

Qualifications: Knowledge of books and classification system; library experience; ability to handle staff; appreciation of neatness and order; respect for the position's responsibilities; willingness to stay on the job.

11. Clerk (CF2; position not now filled)
Duties: Stenographic services for Assistant Librarian and others as stipulated; copying of catalog cards, lists, records, labels, etc.; general substitute duties as assigned.

12. Stack Pages as required (CF1) (Present staff, 1 part-time)
Duties: Book service to and from reading room; revision of files and shelf-reading, with Stackmaster; errands; related duties as assigned.

13. Special Curators

Certain collections require curators under the terms of gift, or for other reasons. It is proposed that this whole matter be reviewed in all of its branches, so that the University's obligations will be thoroughly understood and met accordingly. It may well be that most of the requirements can be satisfied by assigning special titles, indicating curatorships, to various members of the staff outlined above whose regular duties are relevant. (For example: Manuscript Bibliographer and Curator of the Plimpton, Smith and Dale Library; Assistant Librarian and Curator of the Gonzalez Lodge Classical Library; Archivist and Curator of Columbiana; etc.) The success of such an arrangement would, of course, require that all Special Collections materials be housed in a single general premises.

Annual Statistics - 1948-49

Special Collections

Individual Readers
- Books and Manuscripts 3538
- Microfilm.....1139
- Total.....4677

Reader Visits
- Books and Manuscripts.....5776
- Microfilm.....1960
- Total.....7736

Newsp. 905
Other 1055

Volumes used in the Reading Room.....7338

Uses of Volumes in Reading Room
- Books.....11221
- Manuscripts..... 392
- Microfilm..... 3244
- Total.....14857

Newsp 1753
Other 1491

Loans
- Intramural loans.....699
- Local Interlibrary Loan..... 6
- Circualtion..... 4
- Total.....709

Total number of items used.....12421

Total number of times items were used.....15566

Number of titles sent to Cataloging Department.....799
Number of titles rec'd from Cataloging Dept.....6339
Number of titles sent to the Binding Dept..... 382
Number of titles for which Catalog cards were received from Cataloging Dept.....4301
Number of manuscripts arranged and listed..... 317

Annual Statistics 1948-49

Microfilm:

I - Reels used:

Newspaper - 1753
Other ----- 1491
Total------ 3244

II - Reader Visits

Newspaper --905
Other------1055
Total------1960

	July 1 - 27, 1948	July 1 - 27, 1949
Reader visits		
Books	458	373
Film	210	37
Total	668	410
Uses in R. R.		
Books	732	808
Films	241	54
Total	973	862

EXHIBITIONS
July 1948 - July 1949

July - The five exhibit cases in the Reading Room were set up with books from various collections illustrating the type of material contained in each. The collections selected were Witmark, Park Benjamin, Epstean, Jeanne d'Arc, Manuscript.

October - 1) Butler Library.
Material relating to the United Nations and its activities was installed in the cases in the lobby and on the third floor by the Columbia Committee for the United Nations and Special Collections for the occasion of the President's inauguration.

2) Low Library.
a) An exhibit of fine bindings was installed in the upright cases of the Rotunda of Low Memorial Library by Mr. Baughman.
b) Mr. Thomas of Columbiana Library set up an exhibit of material in the Rotunda of Low Memorial Library relating to the first twelve presidents of Columbia University. Both of these exhibits were installed for President Eisenhower's inauguration ceremonies.

November - At the request of Professor William H. Owens of the English Department an exhibition of early American writings was placed in the lobby of Butler Library. Included were well known works by authors in the fields of verse, drama, fiction, travel, history, religion, and science. Students in Professor Owen's classes were required to examine this exhibition and students in other classes in American literature were notified that the books were on view.

December - 1) Selections from the gift of Mrs. Frank J. Sprague of Walt Whitman books were placed in the east cases on the third floor of Butler Library.

2) An exhibition of books pertaining to Christmas was placed in the west cases on the third floor of Butler Library.

3) Christmas cards from the Cuala Press, Dublin, Ireland, were exhibited in the cases in the Reading Room.

February - Butler Library - Lobby - National Association of American Colored People Exhibit.

March - 1) Lobby - Butler Library

Work of Isaiah Thomas, early American printer and publisher, in celebration of the two hundredth anniversary of his birth. (1749-1949)

2) Third Floor - Butler Library

Works of Walt Whitman presented by Mrs. Frank J. Sprague

3) Third Floor - Butler Library

The Book of Common Prayer. Early and modern de luxe editions exhibited in celebration of the 400th anniversary of the publication of the Book of Common Prayer (1549-1949).

March 1 - 15 Exhibition sponsored by the United World Federalists - Lobby

March Continued

Main Reading Room - Butler Library

Works of Robinson Jeffers, chiefly from the gift of Mr. Frederick Coykendall, '95.

April - 210 Low Memorial Library.

An Exhibition of Persian Calligraphy 9th to 19th Centuries from the collection of A. Khan Rahimi on view April 25th thru May 8th, 1949.

May 11 - June 30 - Rotunda, Low Memorial Library

An Exhibition of Works by and about Alexander Sergeyevich Pushkin 1799-1837 in honor of the 150th Anniversary of his birth.

ANNUAL REPORT

OF THE BIBLIOGRAPHER IN AMERICAN HISTORY

TO THE HEAD OF SPECIAL COLLECTIONS

COLUMBIA UNIVERSITY LIBRARIES

1948-49

August 1, 1949

Mr. Roland Baughman, Head
Special Collections,
Columbia University Libraries

Sir:

The work of the Bibliographer in American History for the fiscal year 1948-49 may be divided into three divisions: advising graduate students and acquiring materials for them; consulting with faculty members; and acquiring materials for the General Library.

I. An estimated twenty-five candidates for the Ph.D. or M.A. degrees in the field of the history of the United States and related fields were advised on the resources of the Columbia University Libraries and other institutions. Special materials, particularly microfilms, were purchased for the needs of the students and charged to funds of the Bancroft Foundation.

II. Among the faculty members who were consulted on their needs and recommendations were: Dean Harry J. Carman, Dean John A. Krout, Professor Henry S. Commager, Richard H. Hofstadter, Dumas Malone, Dwight C. Miner, Richard B. Morris, Allan Nevins, and Harold C. Syrett of the Department of History; Professor Joseph Dorfman of the Department of Economics; Professor L. H. Chamberlain of the Department of Government; Professor Lionel Trilling of the Department of English; and Professor James G. VanDerpool, Avery Librarian.

III. The following historical materials were acquired, by purchase or gift:

A. Manuscripts acquired:

1. Records of the Citizens Union of the City of New York. Valuable materials for the history of New York City and state. Given by the Executive Committee of the Citizens Union.

2. Fiorello H. LaGuardia Papers. Small miscellaneous collection of letters written by the late Mayor of New York.

B. Newspapers acquired:

1. Albany Argus, 1868-1888.

2. Albany Morning Express, 1881-1885. These files are of use for a study of New York State political life and the social and economic history of upstate of New York. (Purchase)

3. Jackson (Mississippi) Daily News, 1927-1939.

4. Jackson (Mississippi) Clarion-Ledger, 1927-1938. These files are sources for the recent history of the deep South. (Purchase)

5. New York Herald, 1864-1920. This constitutes an almost complete file of this important American daily for those years. (Purchase)

C. Microfilms acquired:

1. Microfilms of manuscripts

(a) Timothy Pickering Papers, National Archives, Washington, D. C. Dealing with military affairs of the American Revolution. (Purchase)

(b) U.S. Bureau of the Census Reports. Comprising the 7th, 8th, 9th, and 10th Census (1850-1880). (Purchase)

(c) U.S. Sanitary Commission Papers, Harvard University Library. (purchase)

2. Microfilms of newspapers

(a) Chicago Daily Tribune, 1870-1899. One of the four important national newspapers for that period. (Purchase)

(b) Labor Compendium, 1896-1904. This central organ of the National Building Trades Council of America is of value in the history of the radical labor movement at the turn of the century. (Purchase)

(c) In addition to the above, orders were given for a score of microfilms of doctoral dissertations and masters' theses in other libraries--those dissertations and theses which were in constant demand by students and faculty at Columbia and which were taxing the physical resources of the Interlibrary loan service.

In cooperation with the Assistant Director: Technical Services, a number of other libraries were persuaded to join in a project of microfilming three large collections of papers in the Library of Congress, the papers of Alexander Hamilton, Andrew Jackson, and Nicholas Biddle. Each of the participating libraries will shortly receive its set of the papers of these three major figures in the history of the United States.

Through the good offices of Professor Allan Nevins and of Dr. Herbert O. Brayer, State Archivist of Colorado, some 300 volumes in the field of Western Americana were acquired, and paid for out of funds from the Bancroft Foundation.

Respectfully submitted,

Reinhard H. Luthin,
Bibliographer in
American History

mk

Columbia University
in the City of New York
[NEW YORK 27, N. Y.]
THE LIBRARIES

July 27, 1949

Mr. Roland Baughman
Head of Special Collections.

Report of the Curator of Columbiana

For the Year 1948-1949

During the past year there were recorded in Columbiana 1427 readers and 818 visitors; 2524 books were used, and 223 manuscript-boxes.

The heaviest demands made upon us were at the time of the installation of President Eisenhower, when we were called upon for material of all sorts and much detailed information. We also put up an exhibition in the Rotunda on past installation ceremonies, and later changed it to include the scrolls sent by other universities of the Eisenhower installation.

Physical changes during the year include the moving of all the Butler material to the north gallery, where it is much safer and more conveniently arranged; and the cleaning up of ancient accumulations in Room 10 in the basement and the removal of the sprinkler system from that area.

Two file-cabinets of correspondence and documents of John B. Pine and George Lockhart Rives, clerks of the Board of Trustees, were turned over to us this year and put in the north gallery.

Three new mailboxes appeared on the campus this year as the result of personal solicitation of the Curator.

The most important gifts during the year were the literary remains of Professor Nelson Glenn McCrea '85, an interesting collection of letters of Professor Munroe Smith, several diplomas and certificates of Richard Harison (A.B. 1764) and the Walter L. Bogert ('88) collection of photographs and negatives of the Morningside campus.

The scholarly use of the materials in this collection has been greater than usual this year. In addition to the constant demands in connection with the Bicentennial History, we have had working here Miss Margaret Clapp (now president of Wellesley College) on the Letters of Nicholas Murray Butler, Robert Larson on Charles F. Chandler, R. Gordon Hoxie on John W. Burgess and the early years of the Faculty of Political Science, Edward M. Lawton on Columbia and the State Board of Regents, Claire Feins on David Hosack, Sidney Ratner on Charles A. Beard, S. D. Ehrenpreis on the Citizens' Union, William E. Weld on Dean Herbert E. Hawkes, William J. Chute on F. A. P. Barnard, Wallace Chessman of Harvard on Theodore Roosevelt as Governor of New York, Elting Morison of Massachusetts Institute of Technology on Correspondence of Theodore Rossevelt, William R. Hochberg on Mayor Gaynor, and others.

The writer has served this year on the Committee on Artistic Property of the University, and attended the annual meetings of the National Society of Autograph Collectors and the Bibliographical Society of America; he was elected a member of the Connec-

ticut Historical Society, and reelected president of the Historical Society of Princeton.

Valerie Hope Smith, who had been employed as assistant here since March 1947, resigned July first to move with her family to Maine.

Respectfully submitted,

Milton Halsey Thomas
Curator of Columbiana

Annual Report on the

ORAL HISTORY PROJECT

September 1948 - June 1949

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"If only _____ had written his memoirs; or his assistants and secretaries had written theirs!"

Angry defeat has met historians since early days when new and eager minds full of scientific method tried to penetrate the haze of crystallized myth which passed for factual history. Secondary accounts compounded each other's apocryphal anecdotes, and a massive structure of hearsay arose to morally praise and damn the good and the bad by outdated or prejudiced codes. If only we had the reminiscences of leaders, the actual word-accounts of men whose deeds shaped history, or of intelligently critical observers, the spongy fog of fable might be dispelled by truth and knowledge.

When recent historians have dealt with contemporary topics, a few of them have been so fortunate as to find men still living whose reminiscences have been very useful in the writer's own restricted field. The first historian to make use of memoir material on a wide scale was Hubert Howe Bancroft in his nine volumnes on California. But in both instances, the makers of history had been interviewed on single or narrow subjects of investigation, and the treasure of historical knowledge was left untouched within these ever-aging minds.

In each one of the prominent figures of our own time is an awareness of their own contributions to history, and

a desire to transcribe their memoirs for the benefit of posterity. But this desire, as most of these men know, will remain forever unfulfilled for reasons of inertia, modesty or the pressure of business.

Professor Allan Nevins of Columbia University had long cherished the idea that if these men could be induced by a serious and respected institution, to dictate their reminiscences at a minimum expenditure of their own time and effort, the results would be most gratifying. The accretion to factual history would be enormous. Proper questioning could bring out the descriptive details which add dimension, life and interest to historical writing. Furthermore, Professor Nevins hoped that the contacts made by a systematic series of interviews would uncover many new collections of letters and documentary material.

In March, 1948, a committee of Columbia University faculty members was chosen to consider means of activating the plan. Dean Harry J. Carman, Dr. Carl M. White, Professors Joseph P. Chamberlain, Henry Steele Commager, Carter Goodrich, John A. Krout and Arthur W. Macmahon met with Professor Nevins. Two outside experts, Adolph A. Berle and Edward J. McGoldrick, were called in for consultation. It was decided that the Oral History Project should be given the funds for an experimental beginning in interviewing the important men of the Greater New York

area. The field of operations should be at first restricted to the political, social, economic and cultural history of New York City, thereafter branching into the general field of American History.

One more meeting between Dr. White, Director of Columbia University Libraries, and Professors Commager and Nevins cleared up the over-all technical arrangements. Mr. Dean Albertson, a Columbia doctoral candidate in American history, was chosen as an interviewing assistant, and the first interview was held with Mr. George McAneny on 18 May 1948.

Having been abandoned during the summer, work was resumed in November, 1948. With each passing month, the Oral History Project lengthened its list of interviewees, compiled ever-increasing folios of memoir manuscript, gathered in new document collections, resolved operational difficulties. In matters of technique, the Project has through experience approached hard-won efficiency. But it still remains an experiment in mass-acquisition of the valuable source materials so abundantly near at hand.

PURPOSES

The purposes of the Oral History Project have remained as Professor Nevins first visualized them:

First, to record the reminiscences of men who played major or minor roles in history;

Second, to induce these men to release their personal papers for the use of serious historical scholars.

The systematization of this two-pronged plan had never before been tried, and the early days of the Oral History Project were bound to result in many errors. Nevertheless, the interviewers set about to devise the best operating procedure.

ARRANGEMENT AND RESEARCH

One trial interview was held in May 1948 with Mr. George McAneny and when work was resumed in the fall, Mr. Lawson Purdy and Dr. Joseph Collins were interviewed in the same manner. Professor Nevins wrote to these men asking if they would consent to record their memoirs in a series of interviews. Upon receiving their affirmative replies, the assistant-interviewer spent several hours doing research on each man, then arranged for the meetings.

It was decided that until the assistant-interviewer

became intimate with the details of New York City history, some Columbia University faculty member who had specialized in the field of the interviewee's own career should accompany the assistant to the first interviews. Since Professor Nevins has done the most work in New York history, he and Mr. Albertson have conducted well over half of all interviewing together. Other professors to aid the Project were Henry Steele Commager (history), Richard Hofstadter (history), Arthur W. Macmahon (public law and government) and Frederick Dupee (literature). This arrangement procedure and use of specialized interviewers have proven satisfactory.

INTERVIEWING

Dictation to Interviewer:

The first interviews were taken down in abbreviated long-hand by the assistant, and were transcribed by him on the typewriter immediately after the interview. This method proved not only costly in operation, but also deficient in detail, accuracy and in the flavor of the interviewee's own word. Furthermore, the yield was small and slow. The reminiscences of Dr. Collins and Mr. Purdy were taken down by this means entirely. The same method was also partially used on the reminiscences

of Mr. Charles C. Burlingham, Mr. George McAneny, Senator Martin Saxe, Dr. James T. Shotwell, Mr. Leonard Wallstein, and Mr. Lawrence Veiller.

Dictation to Secretary:

Mr. Veiller was dissatisfied with the results of his interviews and it was decided to supply him with a secretary, trained to take shorthand. By this means, Mr. Veiller recorded his entire reminiscence. But the second method also proved costly, defeated any attempt to fill in unanswered historical questions, and resulted in a "report" as devoid of personality and intimate living detail as this one. It was feared that a combination of interviewer and trained secretary would have stultified freedom of opinion and expression if used on other interviewees.

Dictation to Wire-Recorder:

The third method used to complete the reminiscences begun in dictation to the assistant-interviewer, was by use of a Webster Model 180-1 portable Wire-Recorder. The machine has proven noiseless, the microphone unoffensive and the operational aspect relatively inexpensive and excellent for our purposes. Each spool of wire is one hour in length, and the machine requires no attention during the interview.

Interview Technique:

While the transcribing methods have undergone changes, the original interviewing techniques have been improved upon very little. On the basis of pre-interview research, the most qualified faculty interviewer is called in. The interview begins with a brief skimming of the interviewee's childhood and schooling. Some autobiographical data are obtained in all interviews, but they are not stressed if such material can be obtained elsewhere, or unless the interviewee himself is of such general historical importance that personal detail is valuable (as in the cases of Judge Learned Hand and Mr. Norman Thomas).

The interviewers usually prefer the interviewee to choose his own pace and subject. The interview is generally guided along chronological lines by the suggestion of topics, events and names in line with the interviewee's own trend of thought. The use of point blank questioning is avoided as much as possible because of the terrific "muckraking" to which New York public servants have long been subjected. Every effort is made to bring out fact, anecdote and interpretation as well as the day to day trivia of life in past eras. If the interviewee shows a willingness to dwell at length on a subject and demonstrates his clear recollection of it, the inter-

viewers make an effort to keep him on that subject until it is exhausted. If the interviewee shows unwillingness to discuss any event, the subject is promptly dropped. Occasionally a subject will be revived several interviews after its first discussion merely to check the consistency of the original statements.

At some time early in the series of interviews, each interviewee is asked if he has any documentary material which he would care either to give to Columbia or to loan to the University for microfilming. The question of personal papers is somewhat delicate, for the interviewee has little conception of historical value and is modestly uncertain as to what should be included. As a further irritant to the interviewers' impatience, many men's papers are stored away in country homes or up-State warehouses, and it will take many months to sort and deliver them. Negotiations for the papers are usually continued throughout the series of interviews.

DOCUMENTS AND GIFTS

Whenever documentary material, pamphlets, books or other gifts are turned over to the University, either for microfilming or for deposition, a complete index is made of the material which is appended to the completed

interview. The Project bears all costs of microfilming, photostating and indexing. These materials are placed in the Special Collections Department of Columbia University Library along with the completed interviews.

TRANSCRIBING

At the completion of each interview, the recorded wire is brought to the Oral History Project Office for transcription into typescript. All secretaries of the Project have been especially selected and trained for this kind of work. They are required not only to transcribe the recorded wire accurately, but also to delineate points which the interviewee stressed. They are also trained to weed out irrelevancies, and to correct any mistakes in general information. Each secretary has been instructed to treat all material as strictly confidential.

At the completion of a series of interviews, the original rough draft mamuscript is sent to the interviewee for his corrections and editions.

Upon receipt of the corrected copy, the interview is fitted into either chronological or topical order, all typographical errors and miscellaneous errata are deleted, and the interview is given to a secretary for perfect

typing. An original and one copy is made for the Library and a second copy is given to the interviewee. The final copy is now completely indexed. Upon receiving the donor's signature and his acquiesence to the immediate use of the material, the original and first copy are bound and placed in the Special Collections Department of the Columbia University Library.

The Oral History Project is also serving a purpose completely unforeseen by its founders. Several men of prominence had already started in a desultory fashion to write their own reminiscences. By allowing these men to use the interviewers and wire-recorder of the Project for the transcription of the more historically important parts of their reminiscences, we have spurred them on to the completion of their work, thus aiding in the publication of several worthwhile memoirs. In this group we have been able to aid Judge Philip J. McCook, Judge Joseph H. Proskauer and Mr. Leonard M. Wallstein.

In still a separate category, Mr. William A. Prendergast holds periodic consultations with us in the writing of his own memoirs, sending us a copy of the material as he goes along.

In the case of Mr. William Jay Schieffelin, who had already written his reminiscences for publication when we first contacted him, he very graciously allowed us to fill

in historical gaps in his own work with the use of our wire-recorder. His completed interview is a combination of interviews and his own memoir.

The following is a complete list of persons interviewed by the Oral History Project, the principal subjects dealt with by the interviewees, and an accounting of the papers given to the Project for deposit in the Special Collections Division of Columbia University Library.

MR. JAMES TRUSLOW ADAMS was interviewed in April 1949 by Professor Allan Nevins. He was induced to write his own reminiscences which cover the early part of his career. Mr. Adams gave to the Project about 400 letters from his personal papers, and promised the remainder of his papers to the Project at a later date.

MR. ROBERT S. BINKERD was interviewed in April and May 1949 by Professor Richard Hofstadter and Mr. Dean Albertson. His reminiscences covered politics in New York City and State and the Citizen's Union during the Administrations of Mayor Gaynor and Mayor Mitchel, Woodrow Wilson as Governor of New Jersey, and a discussion of Reformers in New York Politics. Mr. Binkerd promises papers as soon as they can be retrieved from his Connecticut farm.

MR. HENRY BRUERE was interviewed in March, April and May 1949 by Professors Allan Nevins and Arthur W. Macmahon and Mr. Albertson. His reminiscences covered New York politics and the Bureau of Municipal Research during the Administrations of Mayor Gaynor and Mayor Mitchel with excellent word portraits of the major figures, the Mexican Border incident of 1917, the Banking crash and early New Deal program.

MR. CHARLES C. BURLINGHAM was interviewed in January and February 1949 by Professor Nevins and Mr. Albertson. His reminiscences covered the Civil War draft riots, New York politics, and his memories of the following people: Oliver Wendell Holmes, Benjamin N. Cardozo, Felix Frankfurter, William Howard Taft, Louis D. Brandeis, and Fiorello LaGuardia. Mr. Burlingham allowed the Project to microfilm the 91 documents comprising his correspondence with Justice Cardozo.

DR. JOSEPH COLLINS was interviewed in November and December 1948 and in January 1949 by Professors Allan Nevins and Frederick Dupee and Mr. Albertson. His reminiscences covered the founding of the New York Neurological Institute, Sir William Osler, Dr. Harvey Cushing, Adolph Ochs, Henry James, James Joyce and other literary figures

of the century. Dr. Collins allowed the Project to microfilm the 64 pieces comprising his personal papers, which include his correspondence with Henry James.

MR. HOLMER FOLKS was interviewed in March and April 1949 by Professor Nevins and Mr. Albertson. His reminiscences covered sociological work in New York City and State from 1900 to the present time. Mr. Folks promised his personal papers to Columbia University.

MR. RAYMOND B. FOSDICK was interviewed in May and June 1949 by Professor Nevins and Mr. Albertson. His incomplete reminiscences covered New York City politics during the Gaynor and Mitchel Administrations.

JUDGE LEARNED HAND was interviewed in January and April 1949 by Professor Nevins and Mr. Albertson. His incomplete reminiscences covered new autobiographical data, the constitutional views of Justices Holmes, Brandeis, and Cardozo, as well as his memories of Theodore Roosevelt, William Howard Taft and Dwight W. Morrow. Judge Hand's acute and observant mind is especially good on biographical data.

MR. BURTON J. HENDRICK was interviewed in March 1949 by Professor Nevins and Mr. Albertson. His reminiscences covered the early history of New York journalism and the writers of the Progressive Era. Mr. Hendrick's personal papers have been promised by his son to the University.

MR. GEORGE McANENY was interviewed in May and November 1948, January, February and April 1949 by Professor Nevins and Mr. Albertson. His reminiscences covered New York City politics during the Gaynor and Mitchel Administrations, New York City Transit Commission, New York City Planning, preservation of national monuments, New York World's Fair, Civil Service Reform League and Carl Schurz. Mr. McAneny has given to Columbia University his collection of 1124 pamphlets on Civil Service, City Planning, Public Housing, and New York politics. He has also given 198 books on the history of New York City and 532 back issues of magazines such as the National Municipal Review, Proceedings of the Academy of Political Science, Foreign Affairs and many others. Mr. McAneny has promised his enormous collection of papers to the University.

JUDGE PHILIP J. McCOOK was interviewed in February, March, April and May 1949 by Professor Nevins and Mr. Albertson. His reminiscences covered the Spanish-American War, both World Wars, New York society, and the New York racket cases.

MR. GEOFFREY PARSONS was interviewed in May 1949 by Professor Nevins and Mr. Albertson. His reminiscences covered New York journalism during the century and national politics since 1912.

MR. WILLIAM A. PRENDERGAST, writing his own reminiscences since December 1948 has been in consultation with Professor Henry Steele Commager and Allan Nevins, and Mr. Albertson. His incomplete memoir covers the beginning of the National Credit Association, and New York City and State politics from 1890 to 1908.

JUDGE JOSEPH H. PROSKAUER was interviewed in May 1949 by Mr. Albertson. His incomplete reminiscences covered principally the history of anti-Semitism in his own life.

MR. LAWSON PURDY was interviewed in November and December 1948 by Professor Nevins and Mr. Albertson.

His reminiscences covered New York City taxation policy 1906-1917, the Charity Organization Society 1918-1933, City Planning 1920-1940 and New York City and State politics.

MR. JACKSON E. REYNOLDS was interviewed in June, 1949 by Mr. Albertson. His incomplete reminiscences covered the college career of Herbert Hoover, the early career of Harlan Fiske Stone, the building of Rockefeller Center, the banking crash of 1932 and German war debts payments after World War I.

MRS. ANNA STEESE RICHARDSON was interviewed by Professor Nevins shortly before her death in May 1949. Mrs. Richardson gave to the Project her collection of personal papers, about 200 in number, dealing with the early history of McClures Magazine, The Woman's Home Companion, of which she was an associate editor, and the early history of the woman's rights movement.

SENATOR MARTIN SAXE was interviewed in December 1948 and in January, February, March and April 1949. His reminiscences covered New York State politics 1900-1910, New York State taxation policy 1915-1918 and the New York State Constitutional Conventions of 1915 and 1938. Senator

Saxe allowed the University to microfilm his three scrap books comprising 150 documents.

MR. WILLIAM JAY SCHIEFFELIN was interviewed in January and February 1949 by Professor Hofstadter and Mr. Albertson. His reminiscences, combined with his own previously written unpublished memoir covered the Spanish-American War, Citizen's Union of New York City, the American Mission to Lepers, Negroes in Communism in the United States, and New York politics and labor. Mr. Schieffelin gave to the University seven letters from John Jay to General Schuyler and others written during the American Revolution.

DR. JAMES T. SHOTWELL was interviewed in February and June 1949 by Professor Nevins and Mr. Albertson. His reminiscences covered Nicholas Murray Butler and the early years of Columbia University.

JUDGE THOMAS D. THACHER was interviewed in April and May 1949 by Professor Nevins and Mr. Albertson. His reminiscences covered the Russian Revolution of 1917, William Howard Taft, Judge Thacher's cases on the State Supreme Court, the Hoover Administration, Police Department corruption in New York City and the New York Charter Revision Commission of 1938. Judge Thacher has promised his papers to the University.

MR. NORMAN THOMAS was interviewed in February, March and May 1949 by Professors Nevins and Hofstadter and Mr. Albertson. His reminiscences covered the only autobiographical data extant, the Socialist and Communist Parties in the United States, Fascism in the United States, New York City reform, and national elections since 1932.

MR. LAWRENCE VEILLER was interviewed in December 1948 and January 1949 by Professor Nevins and Mr. Albertson. His reminiscences dictated in February and March 1949 covered the same material as that given to the interviewers: social work and reform in New York City 1900 to 1938. Mr. Veiller allowed the University to microfilm his personal papers comprising 313 pieces.

MR. LEONARD M. WALLSTEIN was interviewed in December 1948 and January, February and March 1949 by Professor Hofstadter and Mr. Albertson. His incomplete reminiscences covered New York City politics from 1913 to 1940. Mr. Wallstein has given to Columbia University twenty-nine books on New York City history, five scrapbooks, and thus far five documents from his personal collection, the remainder of which is promised to Columbia University also.

OPERATIONAL REPORT

The uniqueness of the Oral History Project does not lend itself readily to the form of the usual library report. We have no book collection, and the data of our acquisitions for the past year have been dealt with elsewhere in this report.

The clientele for Oral History materials will consist of serious students and researchists without regard to their Department or University standing. It has been understood by the interviewees that this material will not be open under any circumstances to persons who are engaged in any type of research or study except that consistent with the high standards of integrity demanded by the best of American scholarship. It will be incumbent upon the Special Collections Department to see to it that this trust is maintained.

The Oral History Project has made great use of the Library Staff during the past year. The Acquisitions Department has been extremely helpful in handling our acquisitions and in mailing acceptance notices. We have utilized the microfilm and photostat equipment of the Photographic Division, and we have also appreciated the use of research books in the general library stacks. Miss Helen Yerkes has sifted through

scores of applicants in finding the best transcribers for our office, and the Directors of the Library have been helpful in every possible way, contributing measurably to the success of the Project. We are deeply indebted to the entire Staff for the splendid spirit of cooperation which we have found throughout the Library.

The Oral History Project began without quarters, staff, or equipment. In one year of operation we have found the need for one full-time secretary, two part-time secretaries, two portable wire-recorders, one stationary wire-recorder, and two electrical current inverters. Our quarters were provided by Dr. Logsdon, in Room 103 Butler Library, and they have proven entirely satisfactory.

Professor Allan Nevins has remained the Director of the Oral History Project for the entire year. Mr. Dean Albertson has served as interviewer and technical assistant. Our personnel problems have been concerned chiefly with finding capable wire-transcribers. Our first three part-time stenographers proved unable, for various reasons, to handle the work. We then employed a full-time stenographer whose lack of experience and

education made her incompetent for our needs. By a good stroke of fortune we employed Miss Ruth W. Bryan first as part-time stenographer, then as full-time secretary to the Project. Her services have proven exemplary in every respect, and she will assume the management of the stenographic force in the fall. Two other part-time stenographers, Mr. George Mize and Mr. Harlan Davidson, have worked out very well and we expect to continue their services at the end of summer.

There is, of course, no time limit to Oral History. We anticipate that in the future the Oral History Project will become an established adjunct of the Library Staff. In line with our policy for the coming year, we have hopes of an outside increased appropriation which will allow the employment of two interviewers, one secretary, and three to five wire-transcribers. Furthermore, we anticipate trebling this year's production of interviews.

Our only recommendation comes rather as a word of prophecy - that the Oral History Project will soon outgrow its present quarters.

Name	Number of interviews	Hours dictation to interviewer	Pages dictation to interviewer	Hours dictation to wire-recorder	Pages dictation to wire-recorder	Pages of own Memoirs	Total pages of rough draft	Number of documents microfilmed	Number photostated	Number of documents as gifts	Number of books etc as gifts	Total pages of completed interview	Cost of interviewing	Cost of typing rough draft	Cost of indexing and micro-photo work on gifts and documents	Cost of compiling, typing and indexing final interview draft	Cost to 30 June 1949 of incomplete interviews	Total cost of completed interviews
Mr. Adams	2					200	200			400 (AN)								
Mr. Prendergast	4					222	222						37.00				37.00	
Mrs. Richardson	1									200 (AN)								
Dr. Collins	15	16	63				63	64 MN				63	99.50	47.25	31.29	36.38		214.42
Mr. Purdy	6	8½	47				47			1 ?		47	53.00	35.25		43.70		131.95
Mr. Burlingham	4	1½	8	3	50		58	91 MN					41.50	36.50	12.47		90.47	
Mr. McAneny	6	5	19	3½	56		75				1854 fwl		97.75	47.25	18.00		123.00	
Senator Saxe	6	6½	28	1	12		40	150 MN				50	52.50	31.00	12.69	28.82		125.01
Dr. Shotwell	2	½	2	1	19		21						25.50	11.50			37.00	
Mr. Veiller	10	15	42				235	400 MN	2 DA	4 SC	29 SC	299	80.00	31.50	44.75	254.00		410.25
Mr. Wallstein	6	5½	19	3	45	5	69						52.50	44.25			96.75	
Mr. Binkerd	4			6	92		92						46.73	65.78			112.51	
Mr. Bruere	6			6	137	4	141					170	56.60	66.37		63.90		186.87
Mr. Folks	4			4	80		80					96	43.00	40.00		45.00		128.00
Mr. Fosdick	2			2	55		55						27.47	21.91			49.38	
Judge Hand	2			3½	48		48						32.94	31.40			64.34	
Mr. Hendrick	2			3	49		49						31.50	34.49	16.00		81.99	
Judge McCook	10			24½	467		467						120.62	274.71			395.33	
Mr. Parsons	2			1½	22		22						27.06	14.86			41.92	
Mr. Proskauer	1			1	16		16						21.47	9.62			31.09	
Mr. Reynolds	2			2½	48		48						33.50	30.00			63.50	
Mr. Schieffelin	5			5½	50	76	126	7	7 SC			126	51.25	55.00	25.30	62.78		194.33
Judge Thacher	4			6	102		102						45.20	61.26			106.46	
Mr. Thomas	4			6	125		125						46.99	63.85			110.84	
	106	58½	228	83	1472	507	2201	705	9 ~~10~~	~~606~~ 612	1883	851	1083.58	1053.75	160.50	534.58	1441.58	1390.83

EXPENSES FROM 15 SEPTEMBER 1948 TO 30 JUNE 1949

EQUIPMENT:			
3 wire recorders	331.49		
2 inverters	41.48		
19 spools of wire	83.06	$ 456.03	
OFFICE EXPENSES:			
Transportation	82.67		
Telephone	25.51		
Micro-photo work	90.71		
Typewriter rental	20.00		
Wire-recorder repairs	15.35		
Miscellaneous	11.70	245.94	
OFFICE SUPPLIES:			
Bond paper	29.00		
Yellow paper	20.43		
Onion skin paper	6.02		
Note paper	1.50		
Carbon paper	8.46		
Stamps	6.03		
Binders	8.20		
Folders	3.52		
Typewriter ribbons	3.42		
Miscellaneous	10.01	96.59	
SALARIES: PART TIME STENO			
Murray	46.25		
Lee	24.00		
Reifel	7.80		
Bryan	310.30		
Mize	86.40		
Davidson	57.90	532.65	
Salaries: Full Time Steno			
Feeney	350.00		
Bryan	466.60	816.60	
Salaries: Interviewer			
Albertson	1,567.50	1,567.50	$3,715.31

Cost of activating the project	$ 426.87	
Cost of equipment	456.03	
Cost of interviewing	1,083.58	
Cost of work on rough draft	1,053.75	
Cost of work on papers and gifts	160.50	
Cost of work on final draft	534.58	$3,715.31

Oral History Project

Budget for the year 1949-1950

SUMMER OPERATIONS from 3 July 1949 to 17 September 1949, (11 weeks) using one interviewer and one secretary.

Interviewer	57.68
Secretary	40.32
Expenses	10.00
Total per week	109.00
Total Expenses for eleven weeks	$ 1,199.00

NORMAL OPERATIONS from 18 September 1949 to 30 June 1950, (41 weeks) using one interviewer, one secretary and one part-time stenographer.

Interviewer	57.68
Secretary	46.15
Part-time Steno.	24.00
Expenses	20.25
Total per week	148.08
Total Expenses for forty-one weeks	$ 6,071.28
Add expenses for summer operations	1,199.00
Total Expenses for the year	7,270.28

NORMAL OPERATIONS from 18 September 1949 to 30 June 1950, (41 weeks) using one interviewer, one part-time interviewer, one full-time secretary, two full-time stenographers.

Interviewer	57.68
Part-time Inter.	38.50
Secretary	46.15
Stenographer	40.32
Stenographer	40.32
Expenses	40.47
Total per week	263.44
Total expenses for forty-one weeks	$10,801.04
Add Expenses for summer operations	1,199.00
Total Expenses for the year	$12,000.04